

Approved For Release 2005/11/21 : CIA-RDP70-00211R000700390022-7



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~~CONFIDENTIAL~~

Director of Training

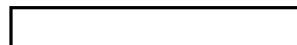
11 August 1959

Chief, Records Management Staff

Proposed Filing Workshops

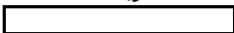
1. Your approval is requested for a series of one-day Filing Workshops to be presented jointly by the OTR Clerical Training Faculty and the Records Management Staff.

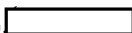
2. Detailed plans for these proposed workshops are attached. These have been worked out in conjunction with the Chief of Clerical Training.



25X1

Distribution:

- Orig. & 1 - C/Clerical Training
- 1- OTR, Chief, Information Branch, Registrar
 - 1- Training Officer, Mgt.S
 - 2- 
 - 1- RMD File
 - 1- C/Intelligence School

Mgt/S/RMS/ROB  :skm (5 Aug. 59)

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Records Management Staff

NO.

DATE

12 August 1950

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

A/DTR

12 Aug 59

2.

C/IS

20 Aug 59

BBB

3.

4.

DTR

21 Aug 59

MB/bb

5.

6.

C/IS

24 Aug 59

BBB

7.

8.

[redacted] 1607 Qtrs Eye

8/25/

LGC

9.

10.

11.

12.

13.

14.

15.

Request your examination and comment prior to presenting to DTR for his approval.

2 to 3:

[redacted] has worked this out with [redacted] and we approve the plan. [redacted] will be the IS instructor on the program.

(4 to 6)

Looks O.K. to me. MB

FORM
1 DEC 56

610

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EDITIONS

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